Topic Title

Phase (I/II/Option), (1st, 2nd, etc.)
Program Review
Topic Number, Contract Number

For the MC SBIR Program Office
Mr. Paul A. Lambert, PM

Given by Company Name
Speaker's Name
Company Address
Date of Program Review

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Agenda

- **Concept Overview**
- **Technical Matters**
  - **Achievements**
  - **Results**
- **Programmatic Matters**
  - **Schedule**
  - **Issues**
  - **Funding**
  - **Overview**
- **Commercialization Plan**
  - **Commercial Market**
  - **Military Applications**

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Concept Overview

- **What is the original objective for this topic as described in the solicitation?**

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Technical Accomplishments

- **Achievements:**
  - **Identify the overall achievements.**
  - ***(Note 1: If your contract is for a Phase I effort, then list the overall achievements during the basic contract period; however, if your contract is for a Phase II effort, then list the overall achievements during the last six months. If presenting the last review of a Phase II Base effort or Option effort, then list the overall achievements during the entire Phase II contract effort.)***
  - ***(Note 2: The information presented shall be very consistent and concise.)***

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Technical Accomplishments (cont.)

- **Results:**

  Technical discussions and related data shall be limited to only that which is necessary to demonstrate that the technical objectives for the appropriate period—the entire contract period for a Phase I Base effort, the latest six-month period for a Phase II effort, or the entire Phase II effort if presenting the last review of a Phase II Base or Option period—have been met. The results provided shall include the following information:

  - **Basic data demonstrating that the original-solicitation objectives were met.**
    - **The data provided shall be a summary of results on an established baseline that shows and measures success from new data created or developed at your facility or from where the data was obtained.**

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Programmatic Matters

- **Identify the overall program, to include a current schedule, issues, funding, and overview of work to be performed and technical objectives to be accomplished in the next six months, Option, and/or Phase, as applicable.**

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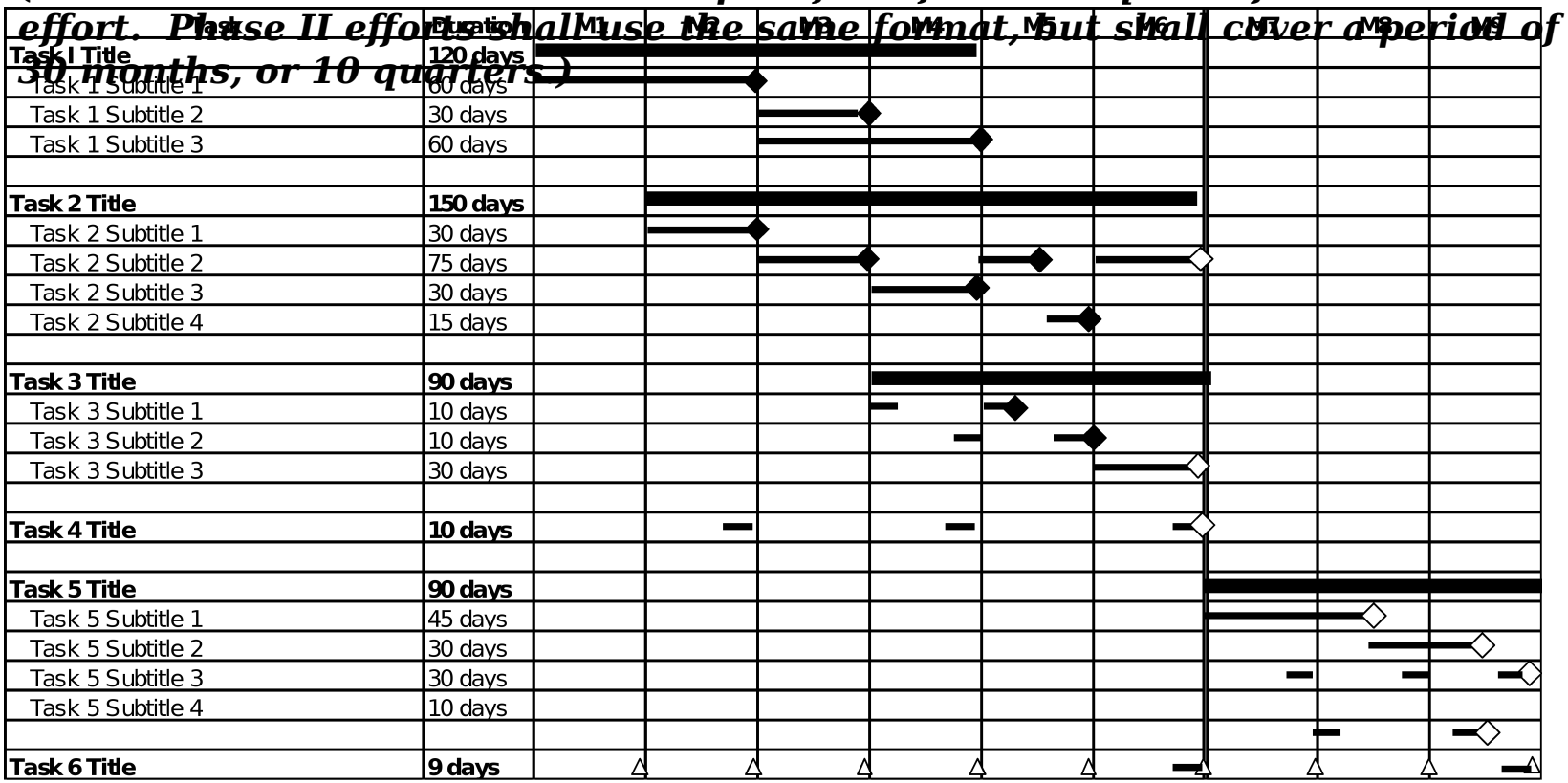
Programmatic Matters (cont.)

- **Schedule:**
  - **The schedule shall be in MS-Project or other suitable software and shall identify critical milestones throughout the life of the contract, including the Phase I or II Option(s), as applicable. Each milestone shall identify the work performance and the duration of each specified task from beginning to end.** ***(Note: The chart below is an example of the format required for a Phase I effort. Phase II efforts shall use the same format, but shall cover a period of 30 months, or 10 quarters.)***



Task	Duration	M1	M2	M3	M4	M5	M6	M7	M8	M9
Task I Title	**120 days**									
Task 1 Subtitle 1	60 days									
Task 1 Subtitle 2	30 days									
Task 1 Subtitle 3	60 days									
Task 2 Title	**150 days**									
Task 2 Subtitle 1	30 days									
Task 2 Subtitle 2	75 days									
Task 2 Subtitle 3	30 days									
Task 2 Subtitle 4	15 days									
Task 3 Title	**90 days**									
Task 3 Subtitle 1	10 days									
Task 3 Subtitle 2	10 days									
Task 3 Subtitle 3	30 days									
Task 4 Title	**10 days**									
Task 5 Title	**90 days**									
Task 5 Subtitle 1	45 days									
Task 5 Subtitle 2	30 days									
Task 5 Subtitle 3	30 days									
Task 5 Subtitle 4	10 days									
Task 6 Title	**9 days**									

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Programmatic Matters (cont.)

- **Issues:**
  - **Address any concerns regarding materials, subcontractors, personnel, funds, Government Furnished Equipment (GFE), etc.**

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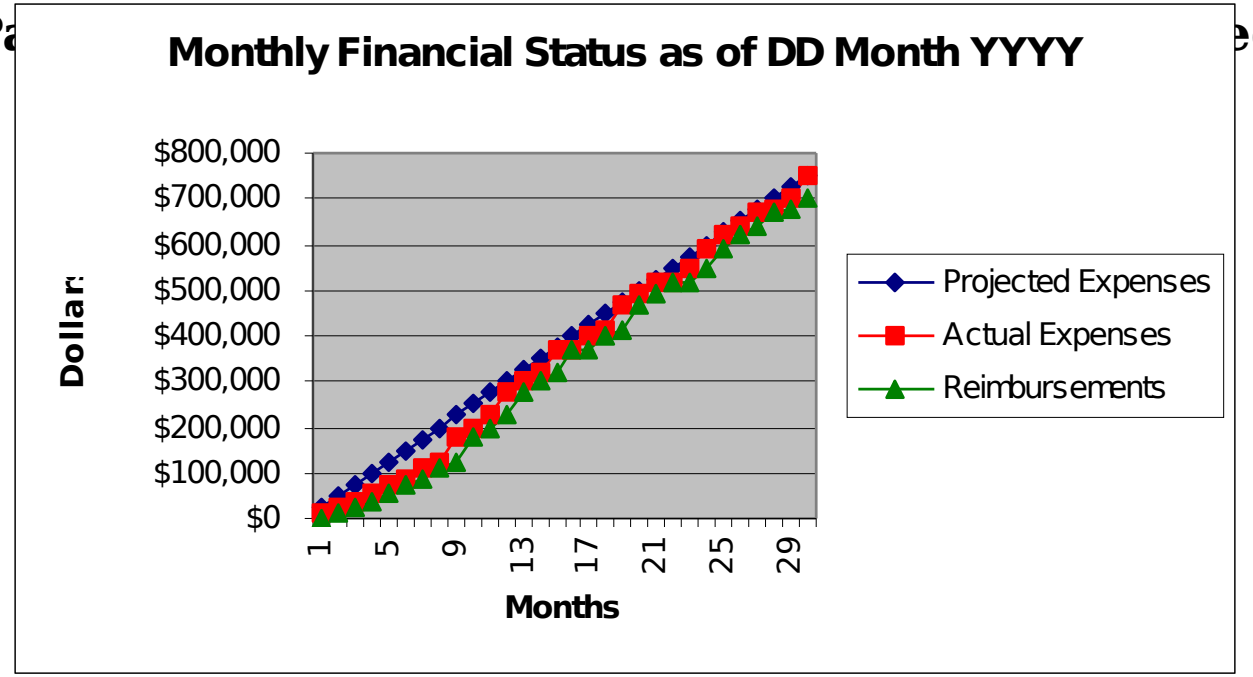
Programmatic Matters (cont.)

- **Funding:**
  - **Provide an up-to-date financial report—such as the example below created in MS-Excel—that compares projected expenditures, actual expenditures, and reimbursements for your entire Phase I or Phase II effort, as applicable.**
  - **Pa ed.**



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Programmatic Matters (cont.)

- **Overview:**
  - **Provide a general overview of work and technical objectives to be accomplished in the next six months, Option, or Phase, as applicable.**

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Commercialization Plan

- **The information in this section shall be your company's efforts in commercializing this technology, either in whole or in part.**

  The commercialization is defined in two areas:

  the commercial market and military applications.

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Commercialization Plan (cont.)

- **Commercial Market:**
  - **Your company shall demonstrate its ability to introduce this technology as a whole or a derivative to the commercial market, identify any contacts with industry or investors, etc. that are interested in this technology, and mention any signed contracts and funds provided by outside sources.**

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Commercialization Plan (cont.)

- **Military Applications:**
  - **Your company shall demonstrate its ability to introduce this technology as a whole or a derivative to DoD agencies, and identify any DoD agency and its point-of-contact's name that has a potential interest in the technology as well as any funds or commitments they may or have offered.**

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FYI - Final Notes

- **You will only be allowed 60 minutes for your review, which includes a question-and-answer session.**
- **Your presentation must be kept to a maximum of 25 slides.**
- **Please note that the attendees of this meeting are a mixture of both technical and non-technical personnel. The technical portion of your briefing should be less detailed so that all audience members will understand. However, please understand that you should include backup data in corresponding reports to support whatever technical data you do discuss in the brief. In other words, you are to exclude all highly technical information from the Program Review but include it, in detail, in your Monthly Report, Quarterly Report, and/or Final Report, as applicable.**
- **Also, please remember that most of the information you provide will only be on what your company has done for the last six-month period in your present Phase I or Phase II effort.**